



Arizona State Forestry Division  
Bureau of Indian Affairs: Southwest, Navajo, Western Regions  
Bureau of Land Management: Arizona, New Mexico  
National Park Service, Intermountain Region  
New Mexico State Forestry Division  
U. S. Fish and Wildlife Service, Region 2  
U. S. Forest Service



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**Date:** May 9, 2012

**To:** Jeff Brown, Chair  
Incident Business Management Committee

**From:** Chair, Southwest Coordinating Group

**Subject:** Task Order – Determination of Cost for Meetings, Conferences and Workshops in the Southwest Area

In the current budget climate it is imperative that we target limited travel funding to the highest priority needs as we administer our fire program management responsibilities in the Southwest Geographic Area. The Coordinating Group would like to be proactive in the management of our travel funds on an interagency basis. To do this, we need to know how much travel funding is being utilized by the Coordinating Group and the various committees performing work for the interagency effort.

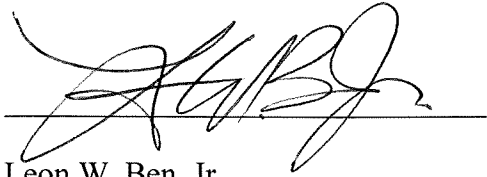
We are tasking the Incident Business Committee to determine the annual expenditures for work performed in a typical fiscal year for meetings, conferences, and workshops. This will include the:

- Southwest Coordination Group
- Arizona Interagency Coordinating Group
- Aviation Committee
- Dispatch Operations Committee
- Fire Planning Committee
  - WFDSS Subcommittee
- Incident Business Committee
- Information & Prevention Committee
- New Mexico Interagency Coordinating Group
- Operations Committee
  - Type 1 crew subcommittee
  - Type 2 crew subcommittee
  - Communications Subcommittee
- Predictive Services Committee
- Training Committee

We would like a list identifying each specific meeting, conference, and workshop for each of these committees. Included should be number of participants, travel and per diem costs, and operational

support costs. This needs to be completed in time for presentation and discussion at the September SWCG meeting. If you have any questions please contact Brent Woffinden (F&WS) or Leon Ben, Jr. (BIA).

Sincerely,

A handwritten signature in black ink, appearing to read 'LWB', is written over a horizontal line.

Leon W. Ben, Jr.  
Chair, Southwest Coordinating Group